



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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MEMORANDUM

To: Registered Ohio Career Colleges and Schools.

From: John Ware, Executive Director
State Board of Career Colleges and Schools

Date: April 10, 2012

Re: Online Agent Training Requirements

Please be advised of the following agent training requirements for the State Board of Career Colleges and Schools ("Board") online agent training courses

- Agent Training Requirement for New Agents:** All agents applying for a new license will continue to be required to complete "CM202: Ohio Rules and Regulations for Admissions Agents" within sixty (60) days of submitting a request for a new agent permit. Agent Training may be accessed by going directly to <http://www.oaccstraining.org/CM202> or via a link on the Board's website at <http://scr.ohio.gov>
- Agent Training Requirement for Renewal Agents:** All agents applying for a renewal license will now be required to complete "CM305: Ohio Postsecondary Education's Regulatory Environment" within thirty (30) days of submitting a request for a renewal agent permit. Agent Training may be accessed by going directly to <http://www.oaccstraining.org/CM305> or via a link on the Board's website at <http://scr.ohio.gov>
- Training Fees:** In order to enroll in the course the agent must have an "enrollment key" that can be purchased online at a price of \$125 per key using the VIP Code OH2020. Further information and instructions about purchasing enrollment keys are available on the course site.
- Agent Permit Fees:** Agent Fees that are currently set at \$125 for each permit (new and renewal) will be waived for the period January 1 - December 31, 2012 in consideration of the \$125 fee for taking the agent training course.
- Timeframe for Completing Training:** The training course takes approximately 3-4 hours to complete, however, the training can be completed over several days. Once an individual begins the course, they have thirty (30) days to complete the course.

If you have any questions please contact Laura Essman at [<laura.essman@scr.state.oh.us>](mailto:laura.essman@scr.state.oh.us). Thank you for your cooperation.